

Board of Commissioners

Chair Ed Wolfe
Vice Chair Rob Putaansuu
Becky Erickson
Charlotte Garrido
Danielle Murphy
Robert Gelder
Val Tollefson

Executive Director
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HOUSING KITSAP BOARD OF COMMISSIONERS
JULY 11, 2017
MINUTES

Board in Attendance: Kitsap County Commissioner Ed Wolfe (Chair), Kitsap County Commissioner Charlotte Garrido, Mayor of City of Poulsbo Becky Erickson, Kitsap County Commissioner Robert Gelder, Resident Commissioner Danielle Murphy, City of Bainbridge Island Council Member Val Tollefson.

Attending Staff: Executive Director Stuart Grogan, Chief Financial Officer Wendy Dutenhoeffer, Single Family Director Dean Nail, Administrative Support Assistant Tara Owensby.

Absent: Mayor of City of Port Orchard Rob Putaansuu (Vice Chair), Project Manager of Affordable Housing Mike Brown, REMHP Director Holly Paterson, Assistant Director of Finance Kim Seibold.

1. Called to Order

Chair Wolfe called the meeting to order at 3:16 PM.

2. Public Comment

No public comment.

3. Consent Agenda

Commissioner Erickson moved to approve the Consent Agenda. Commissioner Gelder seconded. Motion carried unanimously.

4. Executive Session

Chair Wolfe adjourned the meeting into Executive Session to consider a legal issue (RCW 42.30.110 (i)) at 3:18 pm stating that it would take no longer than 10 minutes. At approximately 3:24 pm, Chair Wolfe adjourned the Executive Session stating that no decisions were made and returned to the regular meeting.

5. Board Announcements

Commissioner Erickson reported that the Poulsbo City Council will vote to approve the Nelson House in Nelson Park, Poulsbo to be leased to Coffee Oasis who will provide transitional housing for young women, ages 18-25.

Commissioner Garrido announced that Homes for All is a group that meets once a month to address the homeless count in the community.

There is strong support from faith communities in the area. Five tiny houses have been completed as of this day.

Homes for All are currently looking into property management options, researching how the tiny homes could be managed, and how to obtain social services for the residents who live in the tiny home communities.

6. Action Items

A. Consideration of motion to approve Resolution 2017-12 authorizing write-off of uncollectible partner loans.

Dean reported that in March of 2017, Resolution 2017-05 was approved by the Board to write-off Housing Kitsap (HK) CDBG Rehabilitation Partner loans in the amount of \$189,379.04. Dean said that during a review of accounts it would found that there were loans that had previously been written off were not accurately represented. It was discovered through the reconciliation process that the general ledger noted Building A as a loan in the amount of \$34,950.50, and the amount of \$ 39,585.53 for Building B was determined to be a grant. Also, there was a mathematical error in the original spreadsheet for Kitsap Mental Health. The amount of \$540.22 was not tabulated into the overall write-off balance. The revised total write-off for CDBG Rehabilitation Partner loans is \$151,940.23.

Action: Commissioner Gelder moved to approve Resolution 2017-12 authorizing write-off of uncollectible partner loans superseding Resolution 2017-05. Commissioner Erickson seconded. Motion carried unanimously.

B. Consideration of motion to approve Resolution 2017-13 authorizing write-off of uncollectible Down Payment Assistance loans.

Dean explained that HK has been working with low income homeowners to provide funds for Down Payment Assistance (DPA) for over 30 years. After review of all the DPA files there are 289 loans in the amount of \$3,364,646.59. Staff requests to write off of uncollectable loans in the amount of \$326,713.66

Action: Commissioner Tollefson moved to approve Resolution 2017-13 authorizing write-off of uncollectible Down Payment Assistance loans. Commissioner Gelder seconded. Motion carried unanimously.

C. Scheduling of a regular Board meeting in August.

Stuart requested to amend the 2017 Board Schedule adding a Board meeting in August and to cancel the Work Study Session on July 18.

Action: Commissioner Erickson moved to approve the addition of one Board meeting in August and to cancel the Work Study Session on July 18. Commissioner Tollefson seconded. Motion carried unanimously.

7. Discussion items

A. Budget and Tenmast update

Wendy reported that Tenmast implemented their Tenmast University and made it available to all HK staff. Wendy mentioned that Tenmast has a lot of capabilities for HK that she is very excited

about that will simplify a lot of processes for staff that staff are working very hard to implement the software. Tenmast consultant is scheduled to be in the office to help HK staff restructure the General Ledger process. There is an additional cost to restructure the General Ledger process, but will be well worth the money spent to replace all the staff time spent on the current process.

Wendy gave a brief overview of the charts provided in the Board packet. There was a brief discussion.

B. Office update

Stuart reported that HK is scheduled to move the second week of August and provided a few photos to show the progress of the new office space remodel.

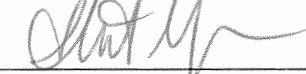
8. Executive Session

Chair Wolfe adjourned the meeting into Executive Session to consider a legal issue (RCW 42.30.110 (i)) at 4:02 pm stating that it would take no longer than 15 minutes. At approximately 4:23 pm, Chair Wolfe adjourned the Executive Session stating that no decisions were made and returned to the regular meeting.

9. Adjourn

With no further business, Chair Wolfe adjourned the meeting at approximately 4:24 pm.

ATTEST:



STUART GROGAN
Executive Director

ATTEST:



TARA OWENSBY
Administrative Support Assistant

FOR:



Date Approved